# User's Manual

Version 3.1 - January 2011

Xedio Playout Organizer

Xedio

From Xedio Suite

EVS

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# 1. Introduction

Playout Organizer allows a user to create, edit and more generally manage the broadcast playlists. From database items or from MOS rundowns, a playlist may be assigned to one or two SDI output channels allowing the user to start a playout session (all output channels can be controlled by one single Playout Organizer workstation).

Playout Organizer is a client/server application; the client software and the server software may be installed on a same workstation or on different ones according to the user requirements and needs.

# 2. User Interface

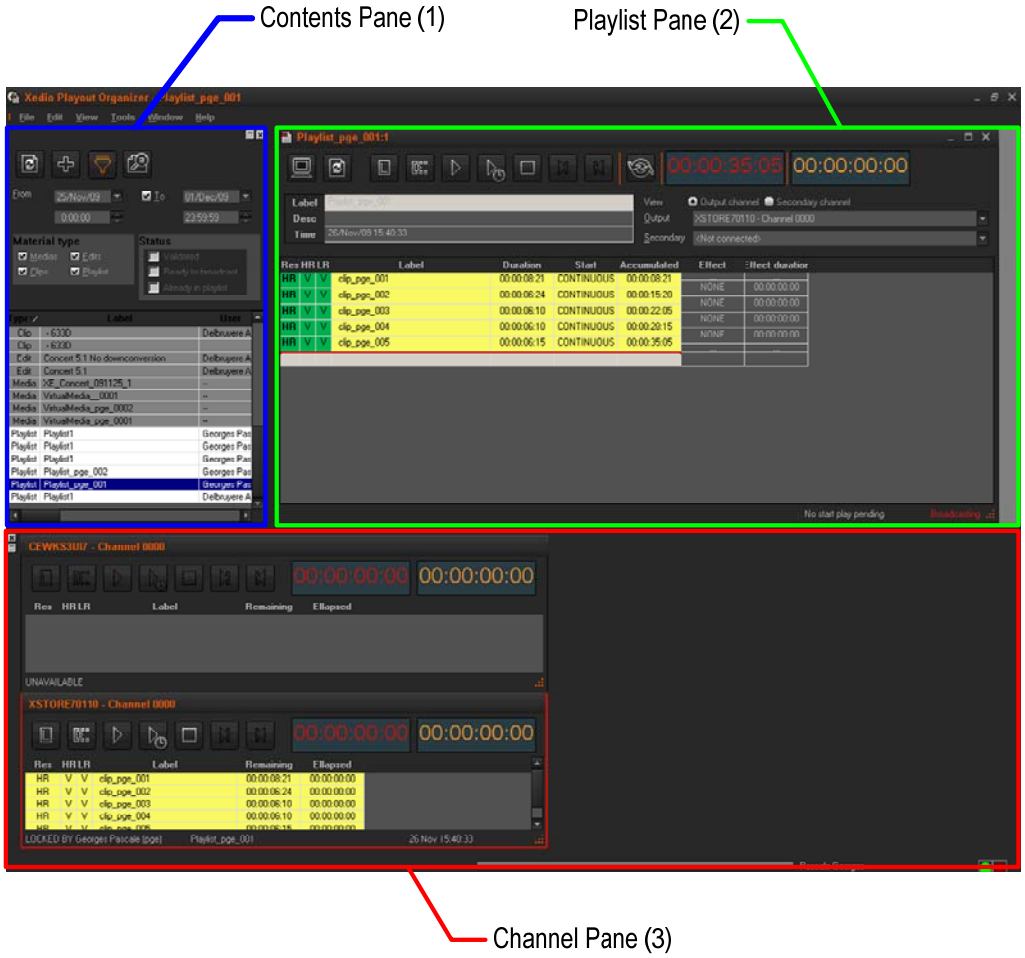
## 2.1 OPENING PLAYOUT ORGANIZER

To start the Xedio Playout Organizer application, click on the **Xedio Playout Organizer** icon on the desktop.

This will display a login screen where you need to enter your username and password.

## 2.2 OVERVIEW OF THE XEDIO PLAYOUT ORGANIZER WINDOW

The Xedio Playout Organizer graphical interface contains three main areas highglighted in the screenshot below:



## THE CONTENTS PANE (1)

This provides filters and search options. They will return a list of available material present in the database which can be inserted into a playlist.

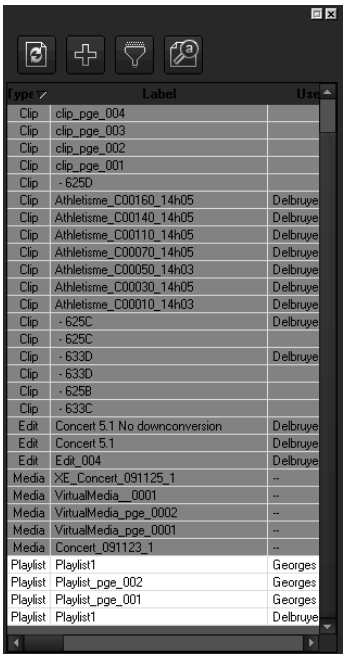
## THE PLAYLIST PANE (2)

This is used to create a new playlist or to edit an existing playlist.

## THE CHANNEL PANE (3)

This pane is used to show the playout channels status and controls.

# 3. The Contents Pane




The Contents pane is used to find and select the elements that the user wants to use in a playlist, or to select and open an existing playlist.

The upper part of the pane provides a selection criteria area, filters and search options, which can be used to narrow the results list.

The lower part of the pane displays the list of media referenced in the database and corresponding to the defined selection criteria.

## 3.1 FILTER VIEW

### 3.1.1 FILTER VIEW ACTIVATION

To activate the Filter View, press the button.

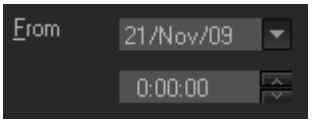
The button turns then red and specific **Filter** fields are displayed:

## 3.1.2 AVAILABLE FILTER OPTIONS

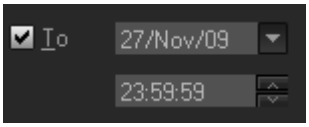
In filter view it is possible to filter the data using a combination of various criteria, as detailed below.

### DATE OF INSERTION OF THE MATERIAL INTO THE DATABASE

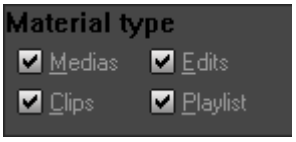
You can define a single date by selecting date and time information in the **From [date and time]** fields.




If you want to select a range of dates or times, select the **To** box and select date and time values in the **To [date and time]** fields.




### TYPE OF MATERIAL

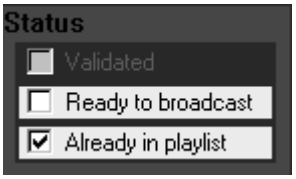



- **Clips**: provides a list of items created with Xedio Cutter, Xedio Browse VC or on an EVS Video Server.
- **Media**: provides a list of items corresponding to files as ingested or imported into the Xedio suite environment, or created on an EVS Video Server, or to virtual media created with Xedio Browse and published.
- **Edits** are the edits created in CleanEdit.
- **Playlists** is a collection of any of the above items which have already been assembled into a playlist.

### STATUS

#### *Status Options*

The status can be viewed as a flag present on the media. Media items can be filtered on three statuses in Playout Organizer:



- Validated: this flag is set when the item is accepted in Xedio Approval.
- Already in playlist: this flag relates to material that has already been placed in a playlist.
- Ready To Broadcast: this flag is set on edits that are R2B in CleanEdit.

## *Status Filter Activation*

Each Status filter provides 3 states to be used within the search:

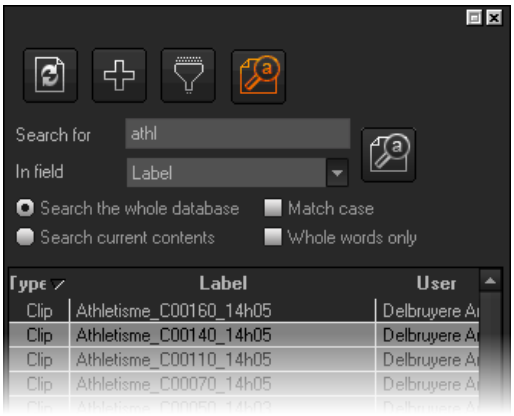
| State | Meaning |
|---|---|
| | When the button is not pushed, the corresponding filter is not active, and therefore not applied. |
| | When the button is pushed, the filter is active. If the box is not selected, the search will show items which do not meet the chosen criterion.<br>In the example, the search will show the items not yet validated. |
| | When the button is pushed, the filter is active. If the box is selected, the chosen criterion is taken into account.<br>In the example, the search will show the items already validated. |

# 3.2 SEARCH VIEW

## 3.2.1 SEARCH VIEW ACTIVATION

To activate the Search View, press the button.

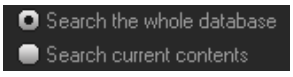
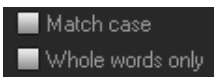
The button turns then red and specific **Search** fields are displayed:




## 3.2.2 AVAILABLE SEARCH OPTIONS

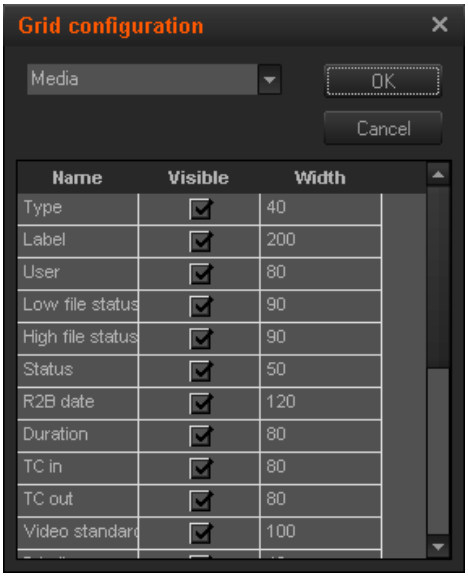
The search view requires an entry in the **Search for** field to find contents.

The following options are available to perform a search:

| Option | Meaning |
|---|---|
| | Choose to perform a search based on the **Label** or on the **User**. |
|   | Choose to perform a search in the **whole database** or in the **current content**, i.e. items currently displayed in the Contents list. |
|   | Select **Match case** if you want the search results to match exactly the sequence entered in the **Search for** field. This is case sensitive.<br>Select **Whole words only** if you want the search results to contain whole word equal to the sequence entered in the **Search for** field.<br>Both options may be selected at the same time. |

# 3.3 CONTENTS LIST CONTEXTUAL MENU

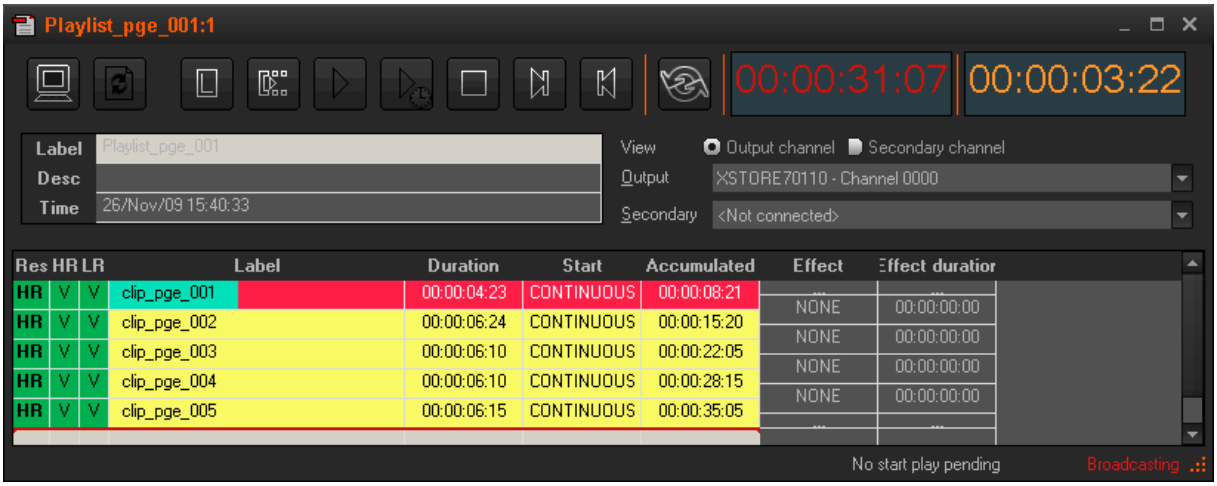
A contextual menu is available when you right-click on a media item in the list:

| Menu Item | Description |
|---|---|
| Add Media to Playlist | Adds the selected media item to the Playlist pane, at the current position. |
| Preview media | Opens a Player window and load the selected item.<br>The transport controls let the user browse the content loaded in the player. |
| Select Visible Columns | Opens the Grid Configuration window allowing to select the columns to be visible in the list and to define their width.<br>  <br>This window is the same for all the lists displayed in the Xedio Playout Organizer window. To update the Contents list, select Media from the field:<br> |
| Options available for playlists only: | |
| Open Playlist | Opens the selected playlist in the Playlist pane. |
| Export Playlist to text File | Opens an Export window allowing to save the playlist as text file, to give it a name and to select its destination. |
| Delete Items from Database | Deletes the selected playlist. |

# 4. The Playlist Pane

The Playout Organizer is designed to build playlists.

## 4.1 OVERVIEW OF THE PLAYLIST PANE

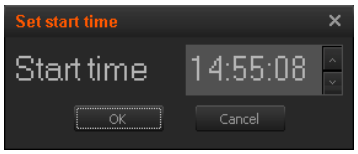



The Playlist pane is sometimes referred to as the Builders window.

The upper part of the Playlist pane displays information related to the loaded playlist and provides transport buttons and timecode fields.

The lower part of the Playlist pane displays the list of elements making the playlist.

## 4.1.1 TRANSPORT CONTROLS

| Operation | User Interface Button | Meaning |
|---|---|---|
| Force Low Resolution | | Forces a playlist to be played out in low resolution instead of the default high resolution. |
| Cue | | Loads the playlist on the output channel. |
| Play | | Starts the playout of the playlist. |
| Play On Time | | Allows to start the playout of the playlist at a predefined time.<br>Pressing the button opens the following window where the user will enter the desired start time.<br>  <br>The Play On Time button will then blink until the playlist starts:<br> |
| Stop | | Stops the playout of the playlist. |
| Goto Next Item | | Jumps to the next playlist element and continues with the playout. |
| Goto Previous Item | | Recues the current element at first click. Next click jumps to the previous playlist element. |

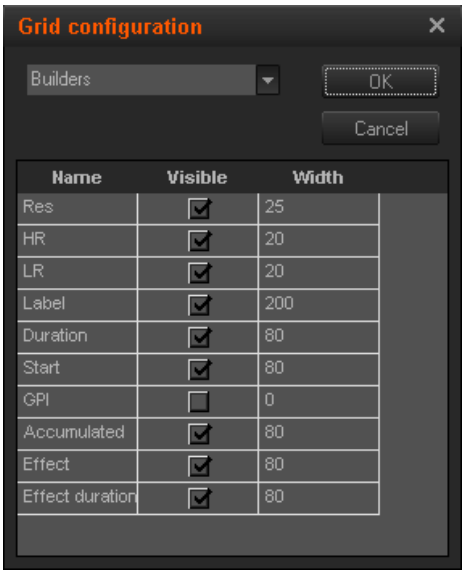
### 4.1.2 TIMECODE VALUE FIELDS

Both timecode displays in the upper right part of the Playlist pane can be configured independently. Right-clicking on a Timecode field displays a contextual menu with the following options:

| Menu Item | Meaning |
|---|---|
| Show Block Remaining Timecode | Displays the remaining time until the end of the block. |
| Show Block Elapsed Timecode | Displays the elapsed time since the beginning of the block. |
| Show Playlist Remaining Timecode | Displays the remaining time until the end of the playlist. |
| Show Playlist Elapsed Timecode | Displays the elapsed time since the beginning of the playlist. |
| Show Clip Remaining Timecode | Displays the remaining time until the end of the playing clip. |
| Show Clip Elapsed Timecode | Displays the elapsed time since the beginning of the clip. |
| Copy Timecode | Used to copy the timecode and paste it in the notepad. |

## 4.1.3 PLAYLIST CONTEXTUAL MENU

A contextual menu is available when you right-click on a playlist item in the list:

| Menu Item | Description |
|---|---|
| Insert Comment | Insert a comment line before the selected playlist item. |
| Remove Item | Removes the selected item: playlist element or comment line. |
| View/Adjust item | Allows trimming the selected element. Refer to section 4.3.3 'Trimming an Element into a Playlist' on page 14. |
| Check Item | Check the presence of media file on the storage. |
| Save Grid Layout | Saves the current grid layout. |
| Select Visible Columns | Opens the Grid Configuration window allowing to select the columns to be visible in the list and to define their width.   This window is the same for all the lists displayed in the Xedio Playout Organizer window. To update the Playlist, select Builders from the field: |

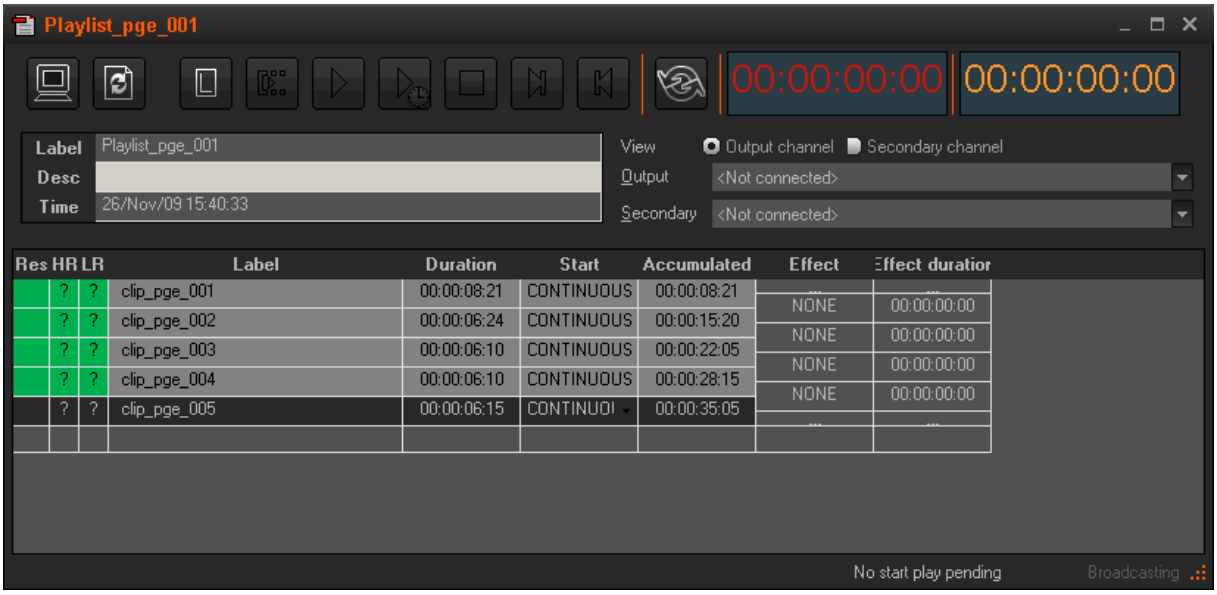
# 4.2 PLAYLIST MANAGEMENT

## 4.2.1 OPENING A PLAYLIST

By default, when the software is started, an empty playlist is opened in the Playlist pane. A new empty playlist can also be opened by selecting **New Playlist** from the File menu of the main Menu bar.

An existing playlist can be opened in one of the following ways:

- by double-clicking on the playlist item in the Contents pane
- by dragging it from the Contents list to the upper part of the Playlist pane.
- by right-clicking on the playlist item in the Contents pane and selecting **Open playlist** from the contextual menu.




## 4.2.2 RENAMING A PLAYLIST

A double-click on a playlist name in the **Label** field of the Playlist pane will allow the user to type a new text.

## 4.2.3 DELETING A PLAYLIST

To delete a playlist, right-click on the playlist item in the Contents pane and select **Delete items from database** from the contextual menu.

## 4.2.4 EXPORTING A PLAYLIST

To export a playlist, right-click on the playlist item in the Contents pane and select **Export playlist to text file** from the contextual menu.

# 4.3 PLAYLIST EDITING

## 4.3.1 ADDING ITEMS TO A PLAYLIST

The approval of items may be mandatory before their insertion into a playlist if the parameter Force Approval has been enabled in Xedio Manager > Softwares > Parameter Profiles.

To add an item to a playlist, do one of the following:

- drag it from the Contents pane to the playlist, at the position you want to drop it
- double-click on the item in the Contents pane
- right-click on the item in the Contents pane and select Add media to playlist from the contextual menu.

You can also change the order of items within a playlist by moving them using drag-and-drop operations.

Note 1

When adding an ARCHIDEL archived clip to the playlist, an automatic restore can be launched if the broadcast date and time is foreseen within 24 hours. This automatic restore is configured through the Automatic restore priority parameter in Xedio Manager in Softwares > Parameter Profiles > Playout Organizer.

## 4.3.2 INSERTING A PLAYLIST INTO A PLAYLIST

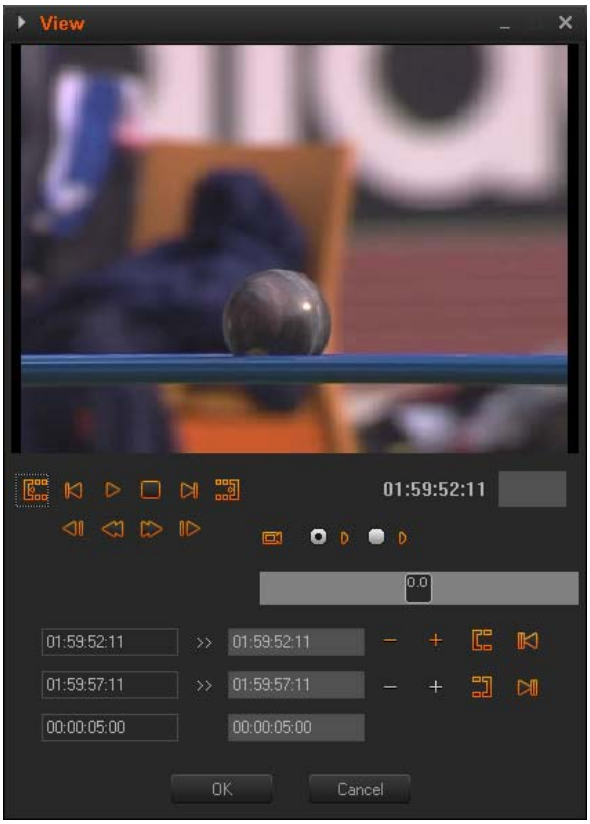
You can drag a playlist (A) into another one (playlist B). When you do so, the items contained in playlist A are inserted one by one at the position where you dropped it.

## 4.3.3 TRIMMING AN ELEMENT INTO A PLAYLIST

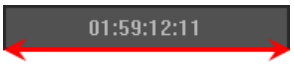
When a media or a clip is inserted into a playlist, you can re-trim it. The change will affect the playlist item only, not the original media/clip.

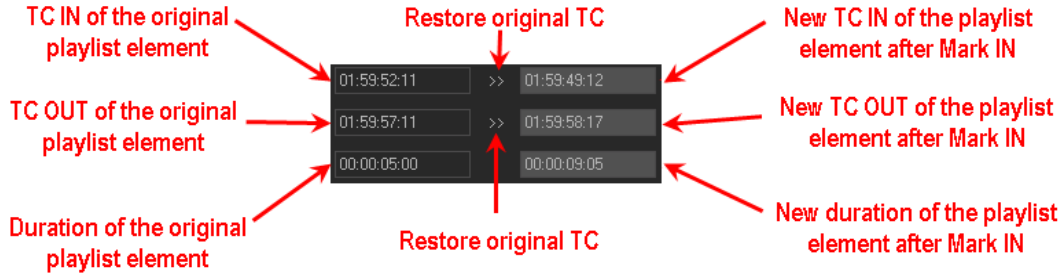
### VIEW WINDOW

When you right-click on the playlist item and select View/adjust item, the View window opens:




User interface items specific to this window are described below.

| User Interface Element | Description |
|---|---|
| | Loads the first frame of the original playlist element. |
| | Loads the last frame of the original playlist element. |
| Media Bar | The Media Bar is the graphical representation of the displayed clip within the entire media the clip belongs to. |
| | Media bar when the clip is loaded on its first frame. This is the view displayed when the View window is opened. |
| | Media bar when the clip is loaded on its last frame. |
|   | Entire media bar when the first frame of the original media is loaded (Go to Start of Media). |
| (red) | Moves the IN point 1 frame ahead |
| (red) | Moves the IN point 1 frame behind |
| (white) | Moves the OUT point 1 frame ahead |

| User Interface Element | Description |
|---|---|
| (white) | Moves the OUT point 1 frame behind |
| | Marks a new IN point |
| | Marks a new OUT point |
| | Jumps to the new Mark IN point, or to IN point of the original playlist element if it has not been updated. |
| | Jumps to the new Mark OUT point, or to OUT point of the original playlist element if it has not been updated. |
|  TC IN of the original playlist element<br>Restore original TC<br>New TC IN of the playlist element after Mark IN<br>TC OUT of the original playlist element<br>New TC OUT of the playlist element after Mark IN<br>Duration of the original playlist element<br>Restore original TC<br>New duration of the playlist element after Mark IN<br>01:59:52:11<br>01:59:49:12<br>01:59:57:11<br>01:59:58:17<br>00:00:05:00<br>00:00:09:05 | |

## How to Adjust an Item

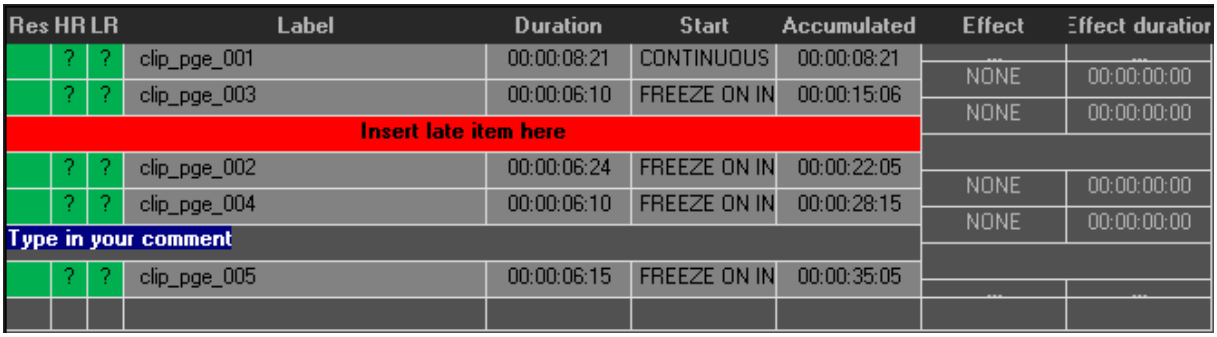
To adjust an item, proceed as follows:

1. Right-click on the clip and select **View/adjust item**.
   The View window opens.
2. Select a new Mark IN or Mark OUT point in one of the following ways:
   - move within the jog bar
   - click in the media bar
   - use the common transport buttons
   - use the buttons
3. Press the **Mark In** or the **Mark Out** button.
4. Press the **OK** button.

The playlist element duration is displayed in bold in the playlist to indicate that the IN and/or OUT points have been modified from the original marks.

## 4.3.4 ADDING COMMENTS TO A PLAYLIST

You can insert comments between two items of a playlist. The comments appear as a text line and do not affect the playout in any way. Right-click where you want to insert a comment and select **Insert comment** from the contextual menu.




## 4.3.5 REMOVING AN ITEM FROM A PLAYLIST

To remove an item from the playlist, right click on the playlist item and select **Remove item** from the contextual menu. This can be used to remove a comment.

# 4.4 PLAYOUT EFFECTS

## 4.4.1 SETTING THE START MODE

Three start modes are available:

CONTINUOUS: All items of the playlist will be automatically chained together.

STEP: The playlist will stop on the last frame of each item.

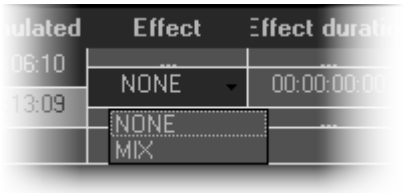
FREEZE ON IN: When an item has been played, the next one will be automatically preloaded and the playout will pause on the first frame.

Note

One of these start modes is used as default. It can be changed in the Tools > Options > Options menu. Please refer to section 6.2 'Default Start Mode' on page 23 for more information.

## 4.4.2 SETTING THE TRANSITION EFFECTS

If the Start mode is set to CONTINUOUS, a MIX transition effect can be executed between two items. In the Effect column, select MIX and in the Effect duration column, enter the duration of the effect.

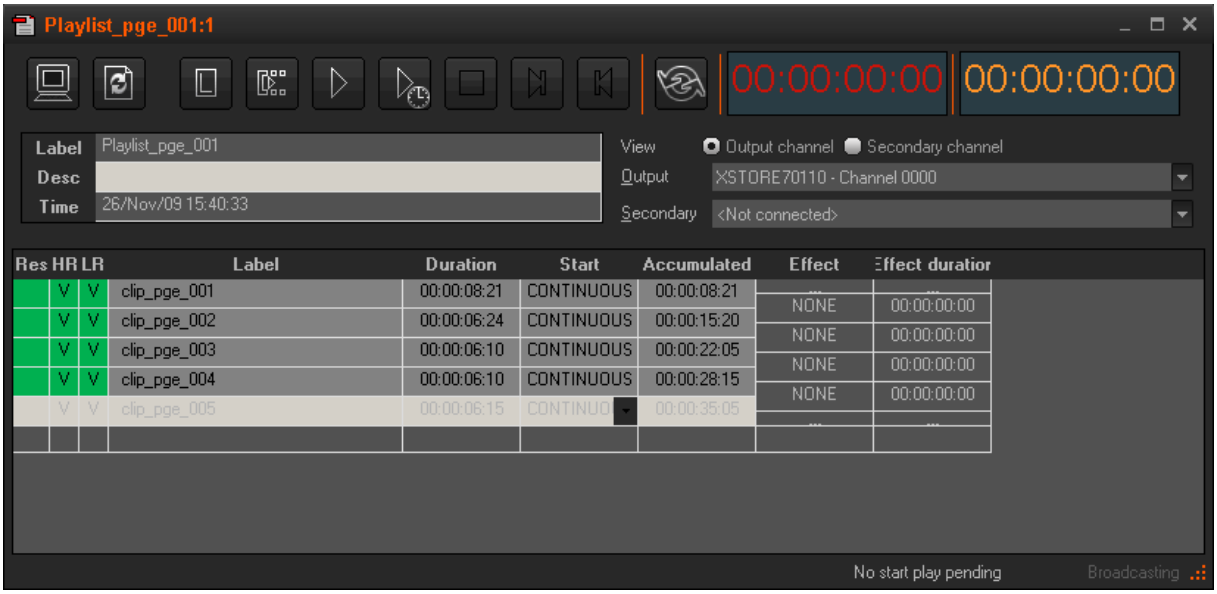



## 4.4.3 BROADCASTING A PLAYLIST

When a playlist is ready to be played out to air, it needs to be connected to the playout server (hardware) component.

In the Output field, select the hardware hosting the Playout server:

Once the operation is completed, you have access to the play buttons from the Playlist pane and from the Channel pane.




The Channel pane indicates that the channel is locked by the user.

If you get an error message, please check that the playout server is started and running.

**Note**

If a hi-res file that should be used for the playout of one item is not available, the system will automatically switch to its corresponding low-res in order to ensure the picture output. The HR and LR columns show the file presence on the server and the Res column shows the resolution that will be used for the playout session.

## 4.4.4 LOOPING A PLAYLIST

It is possible to loop a playlist. Just press the **Loop** button . When the playlist reaches its end, it will loop back and start again from its beginning.

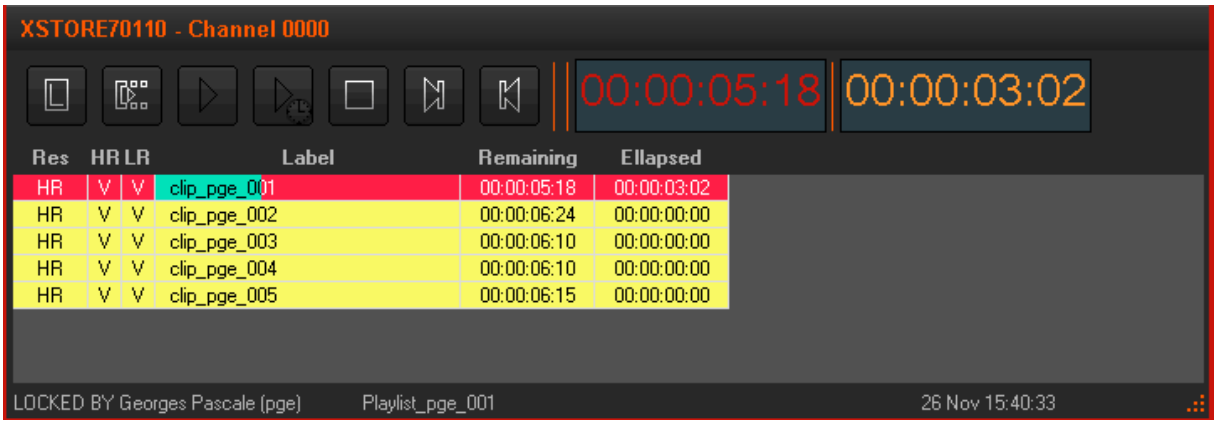
**Note**

This mode is only available to playlist composed of chained items.

# 5. The Channel Pane

The Channel pane shows the status of all playout servers individually. Each playout server corresponds to one output channel.

## 5.1 OVERVIEW OF THE CHANNEL PANE


XSTORE70110 - Channel 0000
00:00:05:18
00:00:03:02
Res HR LR Label Remaining Ellapsed
HR V V clip_pge_001 00:00:05:18 00:00:03:02
HR V V clip_pge_002 00:00:06:24 00:00:00:00
HR V V clip_pge_003 00:00:06:10 00:00:00:00
HR V V clip_pge_004 00:00:06:10 00:00:00:00
HR V V clip_pge_005 00:00:06:15 00:00:00:00
LOCKED BY Georges Pascale (pge)
Playlist_pge_001
26 Nov 15:40:33

The upper part of the Channel pane provides transport buttons and timecode fields. The **Play** buttons become available as soon as a Playlist pane is connected to a playout server.

The lower part of the Channel pane displays the elements of the playlist as soon as the playlist is loaded on the output channel.

When the playlist is being broadcasted, the pane displays the list of remaining items to play. Different colors are used to highlight the clip currently playing and the preloaded clips.

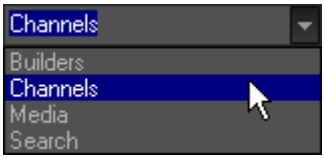
## 5.2 TRANSPORT CONTROLS AND TIMECODE FIELDS

The transport controls available from the Channel pane are the same as those provided in the Playlist pane. Refer to section 4.1.1 'Transport Controls' on page 10 for more information.

The **Timecode** fields can show either the playing clip remaining timecode or the clip elapsed timecode. These options are available when you right-click on the **Timecode** fields.

# 5.3 PLAYLIST CONTEXTUAL MENU

A contextual menu is available when you right-click on a playlist item in the list:

| Menu Item | Description |
|---|---|
| Open Playlist | Loads the corresponding playlist for editing in the Playlist pane. This option is available only if the playlist is not already opened. |
| Track Clip On Air | If you scroll the Channel pane list so the item being played out at this moment is no more visible, as soon as the next item will be played out, the system displays this item at the top of the Channel pane list. |
| Show Clip On Air | As soon as this option is selected, the system immediately displays the item being played out at the top of the Channel pane list. |
| Save Grid Layout | Saves the current grid layout. |
| Select Visible Columns | Opens the Grid Configuration window allowing to select the columns to be visible in the list and to define their width.<br> <br><br>This window is the same for all the lists displayed in the Xedio Playout Organizer window. To update the Channel pane list, select Channels from the field:<br>  <br> |
| Open AS run log | Opens the As run log report. |
| Open Error Log | Opens the Error log window. |

# 6. Menu Bar

Several commands are available from the Menu Bar at the top of the Xedio Playout organizer window.

Only the functions specific to the Playout organizer are described hereafter.

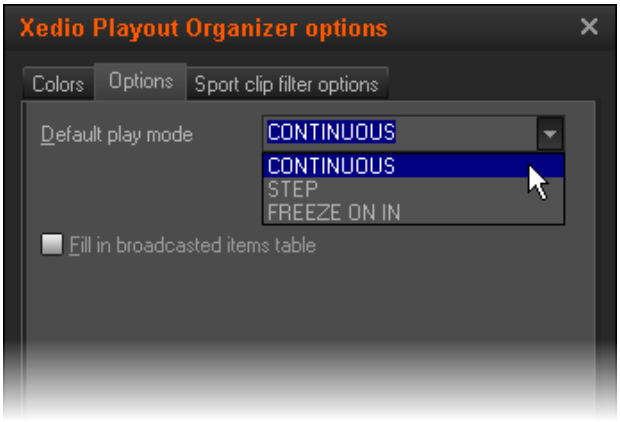
The following options are available from the Tools menu.

## 6.1 COLORS

The colors of the interface can be customized via the menu Tools>Option>Colors.

# 6.2 DEFAULT START MODE

The default start mode can be set via the menu Tools>Option>Options.

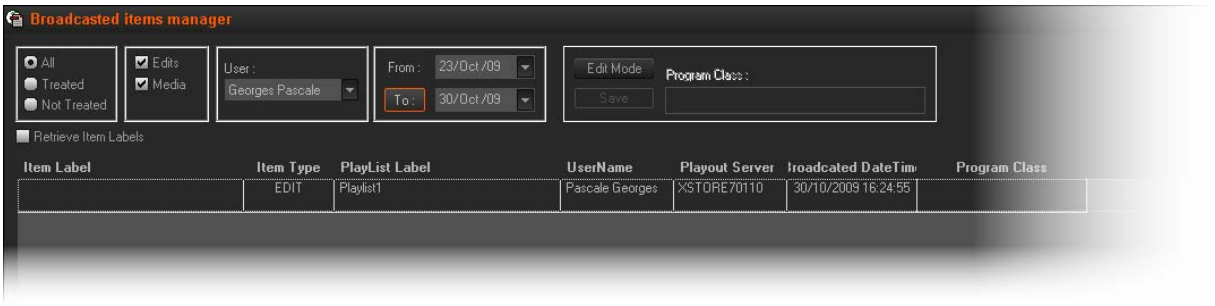



# 6.3 BROADCASTED ITEMS

The software can record all items being played out in a table within the database.

To show the table, select Broadcasted Manager from the Tools menu of the Menu bar.

The table can be used with filters to show a history of all items that have been played out.



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